

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

**INSTALLATION SECURITY OFFICER**

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**DEFINITION**

Performs armed law enforcement and security work to insure the protection of persons, buildings, facilities and equipment on a National Guard base; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Performs front-line armed access control duties for National Guard installations or conducts armed patrols of military installations in vehicle or on foot; stops at designated locations and inspects facilities, buildings and equipment; responds to hazardous material mishaps, crime scenes, accidents and other disturbances; may detain violators and arrange for care of injured persons.

Provides armed security for priority resources, personnel and base property in accordance with National Guard/base instructions and State of Iowa statutes; detects and detains persons for violations of criminal laws and base traffic laws.

Responds to calls for assistance in burglaries, robberies, thefts, criminal trespass, assaults, criminal mischief, medical emergencies, vehicle and traffic accidents/violations and fires; conducts initial investigations to preserve/gather evidence, accept complaints and interview witnesses/suspects.

Controls entry to base by keeping gates locked/secured and "logging in" authorized personnel; screens vehicles/persons entering the base and checks ID cards/base decals; orders unauthorized visitors to leave and gives directions/issues temporary parking passes to persons approved to enter the base.

Conducts random searches of vehicles and controls the movement/activities of crowds at air base open houses, air shows and other events; breaks up fights and altercations.

Provides security support for dignitaries (e.g., elected officials, foreign VIPs and high ranking government personnel) and assists various federal/local law enforcement agencies with security support.

Prepares a variety of written reports regarding environmental health/safety issues, security activities/incidents and maintains daily logs.

Monitors alarm panels, fire/security alarms, security cameras and notifies patrol to respond to alarms when received; uses codes to allow authorized entry to specified alarmed structures and reports discrepancies; directs the evacuation of buildings during fires, fire drills, bomb threats and other emergency situations.

Performs inspections and operator maintenance on all assigned vehicles/equipment and ensures that all vehicles are cleaned inside and out on a regular basis.

Cleans floors, mows grass, shovels snow, hauls trash and performs other custodial duties in assigned work areas as required.

**COMPETENCIES REQUIRED**

Knowledge of applicable State of Iowa statutes, Department of Defense instructions, Anti-Terrorism Force Protection procedures, civil defense initiatives and Security Procedures and Policies.

Knowledge of the Use of Force Continuum (Desmedt), self-defense and physical restraint techniques.

Knowledge of law enforcement and/or military practices and procedures.

Knowledge of first aid and CPR.

Ability to acquire a knowledge of the basic functions of boilers, generators, heating and air conditioning units, and to read gauges of same.

Ability to become proficient in the use of firearms and other non-lethal use of force weapons including self-defense tactics and maneuvers (such as 9 MM caliber pistol, M-16 rifle, 12 gauge shotgun, pepper spray, and various impact weapons).

Ability to operate a variety of equipment used in security, such as vehicles, radios and other equipment.

Ability to acquire a basic knowledge of the use of fire extinguishers and firefighting equipment.

Ability to physically withstand unfavorable/hazardous weather conditions for extended periods of time.

Ability to exercise good judgment in initiating appropriate action in case of fires, emergencies, severe weather and disasters.

Ability to work independently in performing the required duties.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages/facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

High school graduation or G.E.D., and experience equal to two years of full-time work as a military police officer, military security guard performing law enforcement or security duties on a military installation, or civilian law enforcement or security work;

OR

high school graduation or G.E.D., successful completion of an active duty military security police technical school and six months of drill status Unit Training Assembly (UTA) participation.

### **NECESSARY SPECIAL REQUIREMENTS**

Applicants must be able to obtain, or be in possession of, appropriate security clearance and a military and state driver's license. Must be qualified or be capable of becoming qualified to bear firearms in accordance with military directives, including qualification for a Professional Weapons Permit issued by the Department of Public Safety. Must be able to meet employer designated physical requirements within six months after becoming employed, verified through a physical examination.

Successful applicants for Installation Security Officer positions must pass a thorough background investigation conducted by the Department of Public Defense and are subject to post-employment training and conduct in accordance with U.S. Department of Defense, Iowa Code, and U.S. Army National Guard security standards.

Successful applicants must complete a comprehensive, one-year training program in which they are trained to be responsible for the protection of persons and property and the general maintenance of peace, order and security in the facility. Successful applicants must pass all weapons training requirements. Successful applicants must become certified in CPR by the American Heart Association.

Effective Date:   6/08   SH